

**VACANCY ANNOUNCEMENT FOR  
FOREIGN NATIONAL STUDENT INTERN PROGRAM  
U.S. Mission, Canada – Consulate General Montreal  
2021-2022 Academic Year \*UNPAID INTERNSHIPS\***

**Open to:** Non-U.S. Citizen Students. Candidates must be enrolled in a trade school, technical or vocational institute, college, university or comparable recognized educational institute and must have completed at least two years of university-level studies. The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

***\*American citizens are NOT eligible to apply for these internships.** American students who are interested in internships must apply to the program found at <https://ca.usembassy.gov/embassy-consulates/jobs/internships-for-u-s-citizens/>.*

The U.S. Consulate General Montreal is offering internships for students during the 2021-2022 academic year in the **Public Affairs Section**, the **Political and Economic Affairs Section**, and the **U.S. Commercial Service**. These are unpaid internships; as such, interns will not be considered employees of the U.S. government nor be entitled to payment for their service.

***Note:** In light of the exceptional circumstances surrounding the pandemic, **interns should anticipate the need to telecommute in some capacity**. Given the fluid and unpredictable nature of the situation, it is challenging to predict when a full return to the office will occur. Nevertheless, in recent months, interns have proven that meaningful projects can still be successfully completed remotely.*

**Application Deadlines for all 2021-2022 Internships:**

**Fall 2021** – Applications accepted **April 1-15, 2021**

**Winter 2022** – Applications accepted **September 7-21, 2021**

**Summer 2022** – Applications accepted **December 1-28, 2021**

**Qualifications Required for all Internships:**

- Demonstrated potential to accomplish the type of work to be performed;
- Fluency in both English and French (selected candidates **will be tested** during the interview process);
- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute;
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

**Public Affairs Internships:**

*Specific duties include but are not limited to:*

- Work closely with U.S. diplomats and professional staff to research media and cultural issues related to the U.S. and Canada (with particular emphasis on Quebec and Montreal);
- Draft reports and memoranda;
- Monitor and report on media and social media trends;
- Create and manage outreach projects;
- Create engaging content for the Consulate's social media feeds (Facebook, Twitter and Instagram);
- Promote academic and cultural exchange programs.

*Specific qualifications required:*

- Knowledge of public relations and working with the media; project management; familiarity with the Montreal and Quebec cultural, media and social landscape.
- Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Office Suite, iMovie, Canva, etc.); good judgment and problem-solving skills; flexibility; solid experience with social media; graphic design, photography/videography and other tech skills are definitely assets, as is a good sense of humor.
- Preference will be given to applicants receiving course credits for the internship.

**Political and Economic Affairs Internships:**

*Specific duties include, but are not limited to:*

- Monitor and report on media and social media stories of interest to the U.S.-Canada relationship (with particular emphasis on Quebec and Montreal);
- Draft diplomatic cables, reports, and briefing memos for officials in the Consulate, Embassy, and Washington on topics of interest and based on a reporting plan;
- Research and analyze U.S.-Canada political and economic developments, with an emphasis on the Montreal region; and
- Help draft remarks and provide logistical support for consulate events and official visits.

*Specific qualifications required:*

- Applicants must possess good knowledge of provincial and local history, politics, and issues and their impact on policymaking between the United States and Canada.
- Research skills, written and verbal communication skills, organizational skills, interpersonal skills, ability to work as part of a team as well as independently, computer skills, good judgment and problem-solving skills, and initiative.
- Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.
- Preference will be given to applicants receiving course credits for the internship.

### **U.S. Commercial Service (Commercial Section) Internships:**

*Specific duties include but are not limited to:*

- Collect and analyze market data related to trade and investment opportunities, including tracking key sectors and firms that will be useful information for U.S. companies seeking to market their products in Quebec;
- Conduct market research, prepare reports, write remarks, draft replies to trade inquiries, promote and recruit attendees for trade events, and make business appointments for U.S. companies seeking strategic alliances in Quebec.

*Specific qualifications required:*

- Knowledge of business in Quebec, especially in Greater Montreal, and a working understanding of international business;
- Strong interpersonal, written, and verbal communication skills, including the ability to work with a team as well as independently; good computer skills and organizational skills; being self-motivated with good judgment and solid problem-solving skills; having flexibility to adapt to change; sales experience is a plus; and bilingual in spoken and written French-English.
- Preference will be given to applicants receiving course credits for the internship.

### **To Apply**

Submit the following documentation, in **one single e-mail** to [mtlhrintern@state.gov](mailto:mtlhrintern@state.gov). Please properly label your e-mail in the **Subject line** with the word **Internship**, the **section you are applying to** and **your full name**.

- Completed and signed [Application form](#);
- Completed [Statement of Interest](#) outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript from the educational institution;
- Letter of recommendation from the internship coordinator or a professor at the educational institution; and
- If non-Canadian, copies of valid study permit AND valid work permit issued by Citizenship and Immigration Canada, both documents must be valid through completion of the internship.